

United States Bankruptcy Court - Western District of Virginia

Reference Guide

Application for Compensation - Enter the hearing date, time and location when prompted
Docket this Event **for Trustees and/or Their Professionals**

Step	Action
1	Select Bankruptcy > Motions/Applications . Enter the case number - Next .
2	Verify case number and debtor name(s). Search for the event by typing a keyword or partial words. The search is not case sensitive. Click to select Compensation - Next . Bypass the Joint Filing with other Attorney(s) screen - Next .
3	At Select the Party screen highlight the professional requesting compensation or Add/Create New Party : <ul style="list-style-type: none"> • Enter the SSN/ITIN or Last/Business name to search for a party - Search. • Highlight name from Party Search Results - Select Name from List - update information on Party Information screen - choose the appropriate Role - Submit. • If no match is found - Create New Party. • Type information in appropriate fields - choose Role - Submit. • At Select the Party screen the party should be highlighted - Next.
4	Create the attorney/party association by clicking in the check box - Next . Type "Y" in the text field "Was a Hearing Notice Filed with This Motion?" - Next .
5	Select Browse to Select the PDF Document . Locate and verify the PDF document you wish to file. Select Open to attach the PDF - Next .
6	Note: Docket This Event Only for Trustees and/or Their Professionals - Next . Enter Fee and Expense requests in the applicant's text boxes. Change Type to appropriate profession; Enter Hearing Information - Next .
	Verify Docket Text and Modify as Appropriate - continue docketing - The Notice of Electronic Filing screen appears and your transaction is complete.
	MOTION TO WAIVE NOTICE AND HEARING
1	File the Motion to Waive Notice and Hearing by selecting Bankruptcy > Motions/Applications . Search for the event; Click to select Waive Notice and Hearing".
2	Send the Form Order to CMOrders@vawb.uscourts.gov for processing.